



rchibus News

Updates from the UCSF Real Estate Space Analytics Team
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Upcoming Annual Space Survey Important Dates

The 2021 Annual Space Survey Zoom Town Hall will kick off on **Wednesday, September 15th from 10:00 – 11:30**. The Space Survey will be open for all Coordinators and Strategists from September 15th to November 17th.

Please make note of these upcoming important dates:

- **September 15th – 2021 Space Survey kickoff and Town Hall**
- **October 22nd – Department of Medicine Space Survey Deadline**
- **November 1st – School of Medicine Space Survey Deadline**
- **November 17th – Space Survey closes for remaining Schools and Control Points**



Space Data Review

Strategists will receive reports highlighting possible space data errors later this month. Control Points can distribute reports to the appropriate Coordinators prior to the start of the Space Survey.

Space data reports will provide areas of focus by highlight potential errors around station counts, PI Assignment Pending space, research space with no PI listed and room categories/types issues.

Records highlighted in these reports do not guarantee an error but they do point out areas that could use a closer review.

Space Team Updates

Kyle Smith joined the Business Intelligence group in January as the Associate Director of Space Analytics. Kyle comes to us from San Diego State University where he lead the University's Facilities Information Program. Kyle and his wife Tricia relocated to San Francisco last month with their dog Brûlée (Yes, named for the dessert Crème brûlée!). Kyle is excited about this year's Space Survey, and looks forward to meeting all of our our great Space Coordinators and Strategists at the Town Hall.



Has your Department moved this past year?



Over the past year there has been a considerable amount of movement across buildings at UCSF. Especially at Mission Bay as we've opened several new buildings in recent months.

If your department has occupied or vacated space, we encourage you to review the rooms assigned to your department in Archibus to ensure no major moves were missed in the system. If you see incorrect data, please let us know as soon as possible so we can make the appropriate updates. This will make your survey process much smoother.

All recent department moves will require a thorough review of the following fields:

- Room Types*
- Station Counts*
- Employee Assignments*
- PI Assignments*

Please direct all space management questions and issues to the Archibus Administrative Support team:
Archibus-Support@ucsf.edu

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